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Part VI
Human rights and humanitarian affairs

Section 25
Humanitarian assistance

Programme 20 of the medium-term plan for the period 1998–2001

Contents

		Page
Overview		2
A.	Executive direction and management	7
B.	Programme of work	10
1.	Policy and analysis	12
2.	Complex emergencies	17
3.	Natural disaster reduction	22
4.	Disaster relief	24
5.	Humanitarian emergency information	28
C.	Programme support	31

* The present document contains section 25 of the proposed programme budget for the biennium 2000–2001. The complete proposed programme budget will subsequently be issued in final printed form as *Official Records of the General Assembly, Fifty-fourth Session, Supplement No. 6* (A/54/6/Rev.1).

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Section 25
Humanitarian assistance

(Programme 20 of the medium-term plan for the period 1998–2001)

Overview

25.1 Pursuant to the reform measures proposed by the Secretary-General in 1997, the Office of the Emergency Relief Coordinator was established. It was subsequently renamed the Office for the Coordination of Humanitarian Affairs. The Office is responsible for the implementation of the work programme under section 25 of the programme budget and programme 20 of the medium-term plan for the period 1998–2001, as revised (A/53/6/Rev.1).

25.2 The legislative authority and mandate for activities to be undertaken by the Office for the Coordination of Humanitarian Affairs are derived from General Assembly resolution 46/182 of 19 December 1991, in which the Assembly reconfirmed and reinforced earlier decisions and resolutions adopted by it and the Economic and Social Council concerning humanitarian assistance and the leadership role of the Secretary-General in responding to natural disasters and humanitarian emergencies.

25.3 The overall orientation of the activities under this programme is to ensure the timely, coherent and coordinated response of the international community to disasters and emergencies; to promote natural disaster reduction in the context of the International Decade for Natural Disaster Reduction; to facilitate the elaboration of policies to guide the work of the humanitarian community and the smooth transition from emergency relief to rehabilitation and development; and to advocate humanitarian principles and concerns.

25.4 During the biennium 2000–2001, the Office for the Coordination of Humanitarian Affairs will focus on further promoting and coordinating the development of common principles and policies on humanitarian issues and improving the management and practice of operational and strategic coordination through the development of practical tools for field and headquarters coordination based on lessons learned and accountability reviews. Increasing awareness and strengthening the application of humanitarian principles and international humanitarian law in the work of the United Nations and its Member States, other humanitarian partners and constituents are important aspects of the work of the Office. To that end, it will continue to strengthen the mechanisms available to support its coordination mandate, including the Inter-Agency Standing Committee, management of the Central Emergency Revolving Fund and refinement of the consolidated appeal process.

25.5 The programme of work of the Office for the Coordination of Humanitarian Affairs for the coming biennium will entail significant changes. It will be recalled that, pursuant to the Secretary-General's agenda of reform, a number of operational activities had been divested to other entities. Mine clearance was divested to the Department of Peacekeeping Operations. Similarly, the operational side of disaster prevention, mitigation and preparedness relating to national capacity-building was transferred to UNDP, with the regular budget, in accordance with the recommendation of the Secretary-General to the General Assembly (A/53/641), continuing to provide a grant in support of those activities. In addition, as indicated in paragraph 25.19, the proposed programme budget reflects some further adjustments made in the structure of the Office for the Coordination of Humanitarian Affairs with a view to enhancing the role of the Inter-Agency Standing Committee and moving some functions to the Geneva Office to be closer to the operational agencies there in order to strengthen support for humanitarian coordination in the field, strategic field-based planning, the consolidated appeals process and resource mobilization activities.

25.6 With the implementation of the Secretary-General's programme of reform, endorsed by the General Assembly in its resolutions 52/12 A of 12 November 1997 and 52/12 B of 19 December 1997, the functions of the Office for the Coordination of Humanitarian Affairs have been streamlined to focus on three core functions: (a) policy development and coordination of all humanitarian issues, including those which fall

between gaps in existing mandates of agencies; (b) advocacy of humanitarian issues with political organs, notably the Security Council; and (c) the coordination of humanitarian emergency response. In recognition of the need for a more coordinated and effective response by the United Nations to humanitarian emergencies, the humanitarian affairs segment of the Economic and Social Council was established to provide guidance on overall humanitarian issues and coordination.

25.7 The proposed programme budget for the biennium 2000–2001 reflects growth in the amount of $1,701,500, or 9.6 per cent, over the 1998–1999 revised appropriation. This increase includes $914,500 for the establishment of four new Professional posts (1 P-5, 1 P-4 and 2 P-3), with a view to improving the balance between regular budget and extrabudgetary posts in the Office for the Coordination of Humanitarian Affairs, and $787,000 for non-post requirements. Furthermore, five Professional posts have been internally redeployed in areas of core functions of the Office with a view to strengthening and enhancing the role of the United Nations in the coordination of international response to natural disasters and other emergencies. The increase in non-post requirements is distributed among the following areas: (a) $213,400 for other staff costs so as to improve the flexibility of the Office in supplementing existing staff resources during critical emergency situations; (b) $90,100 for specialized consultancy services to enable the Office to address the problems of displaced persons in a comprehensive manner; (c) $55,100 under travel for relief missions and consultations; (d) $204,300 for contractual services, mainly intended for continuation of the services provided by the International Telecommunication Union (ITU) to the ReliefWeb site and its expansion so as to improve on-line services and field connectivity; (e) $237,600 for general operating expenses to meet the increasing costs of communications, hospitality, supplies and materials, and for the purchase of three satellite telephones for mission-related uses; and (f) $300,000 to raise the cash grant capacity of the United Nations from $1,200,000 to $1,500,000 to enable it to reach a greater number of affected populations who could not otherwise be reached by scarce national resources. The overall increase under grants is partly offset by a reduction of contributions in the amount of $313,500 under the jointly funded activities.

25.8 During the biennium 1998–1999, extrabudgetary funds constituted 89.1 per cent of the overall resources under this section. For the coming biennium, the estimated extrabudgetary amount of $140,327,500, representing 87.5 per cent of the overall resources (see table 25.1), would continue to supplement the regular budget in the implementation of the work programme of the Office for the Coordination of Humanitarian Affairs. It may be noted that the regular budget would fund a slightly higher proportion of expenditures in 2000–2001 (12.5 per cent) than it did in the biennium 1998–1999 (10.9 per cent), thereby improving the balance between the two sources of funding.

25.9 The estimated percentage distribution of the resources of the programme in the biennium 2000–2001 would be as follows:

	Regular budget	*Extra-budgetary*
	(percentage)	
A. Executive direction and management	13.9	1.3
B. Programme of work	63.9	95.4
C. Programme support	22.2	3.3
Total	**100.0**	**100.0**

Table 25.1 **Summary of requirements by component**

(Thousands of United States dollars)

(1) *Regular budget*

Component	1996–1997 expenditures	1998–1999 appropriations	Resource growth		Total before recosting	Recosting	2000–2001 estimates
			Amount	Percentage			
A. Executive direction and management	2 955.1	2 260.3	425.5	18.8	2 685.8	144.4	2 830.2
B. Programme of work	11 986.8	11 400.5	924.6	8.1	12 325.1	453.3	12 778.4
C. Programme support	3 670.2	3 922.4	351.4	8.9	4 273.8	146.6	4 420.4
Total	**18 612.1**	**17 583.2**	**1 701.5**	**9.6**	**19 284.7**	**744.3**	**20 029.0**

(2) *Extrabudgetary resources*

1996–1997 expenditures	1998–1999 estimates	Source of funds	2000–2001 estimates
–	–	(a) Services in support of:	
		(i) United Nations organizations	–
		(ii) Extrabudgetary activities	
5 429.7	8 634.6	Special Account for Programme Support Costs of the Department of Humanitarian Affairs	8 534.3
		(b) Substantive activities	
1 013.6	575.6	African Emergency Trust Fund	–
5 522.4	7 414.0	Afghanistan Emergency Trust Fund	7 784.7
116.3	52.0	Sasakawa Disaster Prevention Award Endowment Fund	52.0
8 074.5	–	Trust Fund for Disaster Relief Assistance	–
205.0	265.0	Trust Fund for Chernobyl	265.0
5 200.5	10 948.6	Trust Fund for the International Decade for Natural Disaster Reduction	3 015.4
5 230.5	16 191.6	Trust Fund for Strengthening the Office of the Emergency Relief Coordinator	18 297.8
		(c) Operational projects	
31 604.7	41 742.2	Afghanistan Emergency Trust Fund	43 829.3
36 444.7	57 815.5	Trust Fund for Disaster Relief Assistance	58 549.0
98 841.9	**143 639.1**	**Total**	**140 327.5**
117 454.0	**161 222.3**	**Total (1) and (2)**	**160 356.5**

Table 25.2 Summary of requirements by object of expenditure

(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1996–1997 expenditures*	*1998–1999 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*2000–2001 estimates*
			Amount	*Percentage*			
Posts	13 952.5	10 001.9	914.5	9.1	10 916.4	574.5	11 490.9
Other staff costs	280.4	475.0	213.4	44.9	688.4	24.6	713.0
Consultants and experts	187.4	225.1	90.1	40.0	315.2	11.3	326.5
Travel	1 149.6	1 081.4	55.1	5.0	1 136.5	55.0	1 191.5
Contractual services	383.3	251.2	204.3	81.3	455.5	14.0	469.5
General operating expenses	1 068.2	756.0	209.9	27.7	965.9	38.0	1 003.9
Hospitality	7.7	11.2	3.5	31.2	14.7	0.6	15.3
Supplies and materials	108.1	95.1	9.8	10.3	104.9	4.6	109.5
Furniture and equipment	279.0	249.4	14.4	5.7	263.8	10.6	274.4
Grants and contributions	1 195.9	4 436.9	(13.5)	(0.3)	4 423.4	11.1	4 434.5
Total	**18 612.1**	**17 583.2**	**1 701.5**	**9.6**	**19 284.7**	**744.3**	**20 029.0**

(2) *Extrabudgetary resources*

1996–1997 expenditures	*1998–1999 estimates*	*Object of expenditure*	*2000–2001 estimates*
21 260.7	33 349.1	Posts	40 699.0
8 161.3	8 509.5	Other staff costs	4 765.5
16 810.3	24 523.4	Consultants and experts	23 363.3
6 163.5	7 906.9	Travel	8 205.9
2 064.5	3 037.2	Contractual services	5 577.4
11 801.0	15 287.3	General operating expenses	16 612.2
2 532.4	3 675.3	Supplies and materials	4 132.0
3 065.8	5 208.6	Furniture and equipment	6 028.9
–	221.4	Alteration and improvement of premises	128.6
25 268.9	39 897.5	Grants and contributions	27 666.8
1 713.5	2 022.9	Other	3 147.9
98 841.9	**143 639.1**		**140 327.5**
117 454.0	**161 222.3**		**160 356.5**

Table 25.3 **Post requirements**

Organizational unit: Office for the Coordination of Humanitarian Affairs

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1998-1999	*2000-2001*	*1998-1999*	*2000-2001*	*1998-1999*	*2000-2001*	*1998-1999*	*2000-2001*
Professional category and above								
USG	1	1	–	–	–	–	1	1
D-2	3	3	–	–	1	1	4	4
D-1	4	4	–	–	4	5	8	9
P-5	7	8	–	–	30	24	37	32
P-4/3	13	16	–	–	97	86	110	102
P-2/1	5	5	–	–	22	18	27	23
Total	**33**	**37**	**–**	**–**	**154[a]**	**134[a]**	**187**	**171**
General Service category								
Principal level	2	2	–	–	–	–	2	2
Other level	15	15	–	–	67	66	82	81
Total	**17**	**17**	**–**	**–**	**67**	**66**	**84**	**83**
Other categories								
Local level	–	–	–	–	112	112	112	112
Total	**–**	**–**	**–**	**–**	**112**	**112**	**112**	**112**
Grand total	**50**	**54**	**–**	**–**	**333**	**312**	**383**	**366**

[a] Includes one D-1 post seconded from the United Nations Children's Fund on a non-reimbursable loan basis to head the Inter-Agency Standing Committee/Executive Committee on Humanitarian Affairs secretariat.

A. Executive direction and management

Table 25.4 **Summary of requirements by object of expenditure**

(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1996–1997 expenditures*	*1998–1999 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*2000–2001 estimates*
			Amount	*Percentage*			
Posts	2 642.2	1 945.4	426.6	21.9	2 372.0	129.1	2 501.1
Travel	312.9	314.9	(1.1)	(0.3)	313.8	15.3	329.1
Total	**2 955.1**	**2 260.3**	**425.5**	**18.8**	**2 685.8**	**144.4**	**2 830.2**

(2) *Extrabudgetary resources*

1996–1997 expenditures	*1998–1999 estimates*	*Source of funds*	*2000–2001 estimates*
		(a) Services in support of:	
–	–	(i) United Nations organizations	–
		(ii) Extrabudgetary activities	
		Special Account for Programme Support Costs of the Department	
–	730.1	of Humanitarian Affairs	776.3
		(b) Substantive activities	
		Trust Fund for Disaster Relief	
8 074.5	–	Assistance	–
		Trust Fund for Strengthening the Office	
637.6	552.5	of the Emergency Relief Coordinator	1 070.9
–	–	(c) Operational projects	–
8 712.1	**1 282.6**	**Total**	**1 847.2**
11 667.2	**3 542.9**	**Total (1) and (2)**	**4 677.4**

Table 25.5 **Post requirements**

Organizational unit: Office of the Emergency Relief Coordinator

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1998–1999	*2000–2001*	*1998–1999*	*2000–2001*	*1998–1999*	*2000–2001*	*1998–1999*	*2000–2001*
Professional category and above								
USG	1	1	–	–	–	–	1	1
D-2	2	2	–	–	–	–	2	2
D-1	–	–	–	–	1	1	1	1
P-5	1	2	–	–	–	–	1	2
P-4/3	1	1	–	–	5	4	6	5
P-2/1	–	1	–	–	–	–	–	1
Total	**5**	**7**	**–**	**–**	**6[a]**	**5[a]**	**11**	**12**
General Service category								
Other level	4	4	–	–	7	7	11	11
Total	**4**	**4**	**–**	**–**	**7**	**7**	**11**	**11**
Grand total	**9**	**11**	**–**	**–**	**13**	**12**	**22**	**23**

[a] Includes one D-1 post seconded from UNICEF on a non-reimbursable loan basis to head the Inter-Agency Standing Committee/Executive Committee on Humanitarian Affairs secretariat.

25.10 The Emergency Relief Coordinator/Under-Secretary-General for Humanitarian Affairs provides overall direction, management and policy guidance to his Offices in New York and Geneva, as well as in the field. He also provides leadership in the coordination of the overall response of the international community, in particular the United Nations system, to disasters and humanitarian emergencies; undertakes humanitarian diplomacy with Governments of affected countries, including the facilitation of access to emergency areas for rapid delivery of humanitarian assistance; and consults with the donor community and other interested States on issues related to the provision of emergency humanitarian assistance. As part of his functions, the Coordinator also chairs the Inter-Agency Standing Committee and the meetings of the Executive Committee on Humanitarian Affairs and oversees the implementation of their recommendations, manages the Central Emergency Revolving Fund, mobilizes resources and support for the emergency humanitarian programmes of the United Nations system, steers the development of humanitarian policies in coordination with relevant partners, serves as the advocate of the United Nations system for humanitarian principles and promotes a better public understanding of humanitarian issues. Furthermore, he acts as the principal adviser to the Secretary-General on humanitarian issues and cooperates closely with the Department of Political Affairs and the Department of Peacekeeping Operations in the planning and coordination of United Nations activities in crisis situations.

25.11 The Emergency Relief Coordinator is supported by offices in New York and Geneva. The New York Office comprises the Office of the Under-Secretary-General, which assists him in the management of the Office for the Coordination of Humanitarian Affairs as a whole, ensuring integrated complementarity of activities and close cooperation between the two offices; the Inter-Agency Standing Committee/Executive Committee on Humanitarian Affairs secretariat; the Policy, Advocacy and Information Division, which is responsible for the implementation of subprogrammes 1 and 5; and the Emergency Liaison Branch, which implements certain elements of subprogramme 2. The Geneva office has three substantive components, namely, the Complex Emergency Response Branch, the secretariat of the International Decade for Natural Disaster

Reduction and the Disaster Response Branch, implementing subprogrammes 2, 3 and 4, respectively, and the Inter-Agency Standing Committee Liaison Unit.

25.12 In discharging his responsibilities, the Emergency Relief Coordinator is assisted by the Deputy Emergency Relief Coordinator, based in New York, and the Director of the Geneva Office. In addition, the Inter-Agency Standing Committee/Executive Committee on Humanitarian Affairs secretariat facilitates the tasks of the Emergency Relief Coordinator by strengthening the working relationship between the Inter-Agency Standing Committee and the Executive Committee on Humanitarian Affairs through synchronized agenda setting, referral and exchange of issues for discussion between the two bodies and adoption/endorsement of policies. The work programme of the Inter-Agency Standing Committee is established by an annual work plan setting out the priorities for policy development, operational issues and advocacy in the humanitarian sector. The Inter-Agency Standing Committee Liaison Unit in Geneva provides administrative secretariat services to the Inter-Agency Standing Committee working group and sub-working groups.

Resource requirements (at current rates)

Posts

25.13 The estimated amount of $2,372,000 is required in order to provide for 11 posts (1 USG, 2 D-2, 2 P-5, 1 P-3, 1 P-2, and 4 General Service (Other level)), as reflected in table 25.5, for both the New York and Geneva offices. Three of these posts (1 D-2, 1 P-2 and 1 General Service) are for the Geneva Office. The staffing table includes the proposed redeployment of two posts (1 P-5 and 1 P-2) to executive direction and management. The P-5, redeployed from subprogramme 1, Policy and analysis, is for the post of Secretary of the Inter-Agency Standing Committee/Executive Committee on Humanitarian Affairs, while the P-2, redeployed from the New York branch of subprogramme 2, Complex emergencies, to the IASC Liaison Unit in Geneva, is to assist in the preparation of records and maintain contact with members of the Inter-Agency Standing Committee working group. The resource growth, amounting to $426,600, results from the redeployment of these two posts to executive direction and management, both in the New York (1 P-5) and Geneva Offices (1 P-2).

Travel

25.14 A provision in the amount of $313,800, representing a reduction of $1,100, is required for: (a) travel of the Coordinator and his immediate staff of the New York and Geneva Offices for participation in and attendance at meetings of the Economic and Social Council, the Administrative Committee on Coordination, the Inter-Agency Standing Committee and other relevant legislative and operational bodies dealing with emergency humanitarian assistance issues, as well as meetings, seminars and conferences sponsored by non-governmental and humanitarian organizations and other professional and academic groups; (b) travel for negotiations and consultations with Governments of affected countries and with donor Governments and major policy makers in the international community for the purpose of mobilizing financial and other support for the work of the Office.

B. Programme of work

Table 25.6 **Summary of requirements by subprogramme**

(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1996–1997 expenditures*	*1998–1999 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*2000–2001 estimates*
			Amount	*Percentage*			
1. Policy and analysis	1 284.1	1 438.8	574.5	39.9	2 013.3	140.3	2 153.6
2. Complex emergencies	2 859.6	3 041.0	433.1	14.2	3 474.1	189.0	3 663.1
3. Natural disaster reduction	2 535.8	2 309.3	–	–	2 309.3	–	2 309.3
4. Disaster relief	3 408.0	2 794.6	300.0	10.7	3 094.6	32.8	3 127.4
5. Humanitarian emergency information	1 899.3	1 816.8	(383.0)	(21.0)	1 433.8	91.2	1 525.0
Total	**11 986.8**	**11 400.5**	**924.6**	**8.1**	**12 325.1**	**453.3**	**12 778.4**

(2) *Extrabudgetary resources*

1996–1997 expenditures	*1998–1999 estimates*	*Source of funds*	*2000–2001 estimates*
		(a) Services in support of:	
–	–	(i) United Nations organizations	–
		(ii) Extrabudgetary activities	
		Special Account for Programme Support Costs of the Department	
–	3 705.4	of Humanitarian Affairs	3 135.8
		(b) Substantive activities	
1 013.6	575.6	African Emergency Trust Fund	–
5 522.4	7 414.0	Afghanistan Emergency Trust Fund	7 784.7
		Sasakawa Disaster Prevention Award	
116.3	52.0	Endowment Fund	52.0
		Trust Fund for Disaster Relief	
–	–	Assistance	–
205.0	265.0	Trust Fund for Chernobyl	265.0
		Trust Fund for the International Decade	
5 200.5	10 948.6	for Natural Disaster Reduction	3 015.4
		Trust Fund for Strengthening the Office	
4 592.9	15 639.1	of the Emergency Relief Coordinator	17 226.9
		(c) Operational projects	
31 604.7	41 742.2	Afghanistan Emergency Trust Fund	43 829.3
		Trust Fund for Disaster Relief	
36 444.7	57 815.5	Assistance	58 549.0
84 700.1	**138 157.4**		**133 858.1**
96 686.9	**149 557.9**		**146 636.5**

Table 25.7 **Post requirements**

Programme: Humanitarian assistance

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1998-1999	*2000-2001*	*1998-1999*	*2000-2001*	*1998-1999*	*2000-2001*	*1998-1999*	*2000-2001*
Professional category and above								
D-2	1	1	–	–	1	1	2	2
D-1	4	4	–	–	3	4	7	8
P-5	5	5	–	–	29	23	34	28
P-4/3	11	14	–	–	89	78	100	92
P-2/1	4	3	–	–	22	18	26	21
Total	**25**	**27**	**–**	**–**	**144**	**124**	**169**	**151**
General Service category								
Principal level	1	1	–	–	–	–	1	1
Other levels	8	8	–	–	55	54	63	62
Total	**9**	**9**	**–**	**–**	**55**	**54**	**64**	**63**
Other categories								
Local level	–	–	–	–	112	112	112	112
Total	**–**	**–**	**–**	**–**	**112**	**112**	**112**	**112**
Grand total	**34**	**36**	**–**	**–**	**311**	**290**	**345**	**326**

25.15 The programme of work for the biennium 2000–2001 is formulated pursuant to the relevant resolutions and decisions of the General Assembly and the Economic and Social Council and is consistent with programme 20, Humanitarian assistance, of the medium-term plan for the period 1998–2001, as revised (A/53/6/Rev.1). The activities relating to this programme fall under one of the overall priorities of the medium-term plan and consist of the following subprogrammes: (a) Policy and analysis; (b) Complex emergencies; (c) Natural disaster reduction; (d) Disaster relief; and (e) Humanitarian emergency information.

25.16 The main objectives of the programme are to ensure the timely, coherent and coordinated response of the international community to disasters and emergencies and to facilitate the elaboration of policies and advocate humanitarian norms and policies to guide the work of the humanitarian community and the smooth transition from emergency relief to rehabilitation and development.

25.17 During the biennium 2000–2001, the Office will focus on adding value to the emergency humanitarian activities of the international community and, to that end, will strive towards achieving progress in the three core areas that govern its humanitarian actions. Emphasis will be placed on ensuring effective field-based coordination in natural and complex emergencies through enhanced early warning, contingency planning, consultations, needs assessment and response mechanisms, including the use of military and civil defence resources in natural and complex emergencies; facilitating the smooth transition from relief to long-term development; ensuring that the humanitarian response of the United Nations system is properly integrated with political and peacekeeping initiatives; and expanding the existing mechanisms for information sharing with a view to increasing awareness of humanitarian problems among Governments and the public at large. The Office for the Coordination of Humanitarian Affairs will continue to work closely with agencies and Governments to address the new challenges posed by natural and technological emergencies, as well as mobilize and coordinate assistance to countries affected by environmental disasters. It will increase its

advocacy for preventive measures and ensure that results achieved by the International Decade for Natural Disaster Reduction are effectively implemented.

25.18 The proposed programme budget for the biennium 2000–2001 reflects some fine-tuning of the changes put in place in the programme of work of the Office, as well as adjustments in its structure, as follows: (a) the Inter-Agency Standing Committee/Executive Committee on Humanitarian Affairs secretariat was moved from the Policy, Advocacy and Information Division, under subprogramme 1, Policy and analysis, to the Office of the Under-Secretary-General/Emergency Relief Coordinator to reflect the enhanced role of the Inter-Agency Standing Committee; and (b) the functions that support humanitarian coordination in the field, strategic field-based planning, the consolidated appeal process and resources mobilization were transferred from New York to the new Complex Emergency Response Branch in Geneva in order to enhance coordination of complex humanitarian emergencies under subprogramme 2. The transfer is intended to take full advantage of the presence in Geneva and Europe of major donors of the Office for the Coordination of Humanitarian Affairs, as well as the "time" advantage offered by Geneva, which is essential in addressing complex emergencies, most of which are in Africa, Western Asia and the Caucasus region. An Emergency Liaison Branch has been established in New York to coordinate with the Department of Political Affairs, the Department of Peacekeeping Operations and other concerned entities in respect of cross-cutting policy issues, country situations and United Nations field operations with humanitarian, political, security and military dimensions.

25.19 Within the programme of work, the estimated distribution of resources among the subprogrammes would be as follows:

Subprogramme	*Regular budget*	*Extra-budgetary*
	(percentage)	
1. Policy and analysis	16.3	1.5
2. Complex emergencies	28.2	62.6
3. Natural disaster reduction	18.8	3.3
4. Disaster relief	25.1	28.4
5. Humanitarian emergency information	11.6	4.2
Total	**100.0**	**100.0**

Subprogramme 1
Policy and analysis

Table 25.8 **Summary of requirements by object of expenditure**

(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1996-1997 expenditures*	*1998-1999 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*2000-2001 estimates*
			Amount	*Percentage*			
Posts	1 162.2	1 081.9	574.5	53.1	1 656.4	123.0	1 779.4
Consultants and experts	22.3	146.4	–	–	146.4	7.1	153.5
Travel	99.6	210.5	–	–	210.5	10.2	220.7
Total	**1 284.1**	**1 438.8**	**574.5**	**39.9**	**2 013.3**	**140.3**	**2 153.6**

(2) *Extrabudgetary resources*

1996–1997 expenditures	*1998–1999 estimates*	*Source of funds*	*2000–2001 estimates*
		(a) Services in support of:	
–	–	(i) United Nations organizations	–
		(ii) Extrabudgetary activities	
		Special Account for Programme Support Costs of the Department	
–	730.1	of Humanitarian Affairs	443.6
		(b) Substantive activities	
		Trust Fund for Strengthening the Office	
637.7	1 104.8	of the Emergency Relief Coordinator	1 606.3
–	–	(c) Operational projects	–
Total	**637.7**	**1 834.9**	**2 049.9**
Total (1) and (2)	**1 921.8**	**3 273.7**	**4 203.5**

Table 25.9 **Post requirements**

Subprogramme: Policy and analysis

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1998–1999	*2000–2001*	*1998–1999*	*2000–2001*	*1998–1999*	*2000–2001*	*1998–1999*	*2000–2001*
Professional category and above								
D-2	1	1	–	–	–	–	1	1
D-1	1	1	–	–	–	–	1	1
P-5	1	1	–	–	3	1	4	2
P-4/3	1	4	–	–	6	3	7	7
P-2/1	–	–	–	–	2	1	2	1
Total	**4**	**7**	**–**	**–**	**11**	**5**	**15**	**12**
General Service category								
Other levels	–	–	–	–	7	7	7	7
Total	**–**	**–**	**–**	**–**	**7**	**7**	**7**	**7**
Grand total	**4**	**7**	**–**	**–**	**18**	**12**	**22**	**19**

25.20 The subprogramme will be implemented by the Policy Development and Advocacy Branch of the Policy, Advocacy and Information Division in New York.

25.21 The objectives of the subprogramme are: (a) to promote an effective United Nations response to humanitarian emergencies through the formulation of system-wide policies and best practices, in particular through the Inter-Agency Standing Committee; (b) to strengthen future humanitarian operations by promoting the application of lessons learned from the evaluation of the coordination of past humanitarian assistance operations; (c) to study relevant humanitarian issues in order to propose system-wide guidelines to address such issues and ways and means of minimizing any impediments to the delivery of prompt and effective relief; and (d) to advocate humanitarian norms and principles.

25.22 During the biennium, the subprogramme will focus on the key issues that are essential for improving the coordination of emergency assistance. Those issues will encompass linkages between relief and development coordination tools; supporting coordinated assistance to internally displaced persons; development of comprehensive policies for transitional programming; strategic coordination of humanitarian assistance with political strategy and human rights objectives, including in the realm of preventive action and peace-building; and analysis of structural violence and prevention action. They also include review of accountability issues as they pertain to strategic monitoring and evaluation; the strengthening of policy capacity in countries and regions affected by complex crises; review of the humanitarian implications of adjustment to globalization and its connection to complex crises; and the protection of humanitarian assistance, including through an analysis of the United Nations experience of protected areas. The interface between international humanitarian law and international human rights law, increasing respect for humanitarian principles, assessment of humanitarian implications of small arms, assessment of the humanitarian impact of sanctions and exploration of "smart sanctions", support to agency work on children in armed conflict and unaccompanied minors, support for humanitarian aspects of mine action and continuing advocacy in pursuit of a comprehensive ban on the production, and export and use of landmines will continue to be areas of focus for the subprogramme.

Expected accomplishments

25.23 It is expected that the implementation of the activities under this subprogramme will have contributed to increased policy coherence among United Nations bodies concerning major humanitarian issues; increased awareness and understanding of Governments, intergovernmental bodies and non-state actors about the continued need for defence of and respect for humanitarian principles and laws; and the strengthening of the mechanisms for improved field coordination of humanitarian operations.

Outputs

25.24 During the biennium the following outputs will be delivered:

(a) *Servicing of intergovernmental/expert bodies (RB/XB)*

(i) Substantive servicing of meetings. Two meetings of the General Assembly; 4 meetings of the Economic and Social Council; a number of meetings of the Security Council; approximately 20 meetings of the Humanitarian Liaison Working Group; informal briefings of the Second and Third Committees; and informal briefings of Member States (as required);

(ii) Parliamentary documentation

a. General Assembly. Annual reports on the strengthening of the coordination of humanitarian assistance of the United Nations;

b. Economic and Social Council. Annual reports on the strengthening of the coordination of humanitarian assistance of the United Nations, including the follow-up to the 1999 humanitarian affairs segment and preparation and follow-up for the humanitarian affairs segments in 2000 and 2001;

c. Security Council. Background papers and briefing notes on humanitarian policy issues; inputs to the reports of the Secretary-General to the Security Council, as required, on such issues as humanitarian implications of sanctions and protection of humanitarian assistance;

(iii) Other services provided. Substantive and technical support to the Executive Committee on Humanitarian Affairs and the Humanitarian Liaison Working Group. Approximately 30 reports and notes on key humanitarian policies and issues relating to specific country situations, as well as policy notes on strategic coordination;

(b) *Other substantive outputs (RB/XB)*

(i) Studies and reports in the context of promotion/implementation of humanitarian mandates. Studies to be undertaken in 2000-2001 include:

a. The Protection of humanitarian principles. Assessment of the protection of humanitarian principles in specific multidimensional crises within the context of strategic coordination of political, peacekeeping, assistance and rights aspects of the United Nations response;

b. Accountability. Multi-country study of capacities and deficiencies in the realm of strategic monitoring and evaluation of humanitarian programming, including through the consolidated appeal process;

c. Inter-agency coordination in natural disasters. Lessons-learned studies in collaboration with UNDP on the United Nations response to recent natural disasters, exploring relief-development linkages in a natural disaster setting;

d. Negotiation of consent for humanitarian operations with non-state actors. Review of the experience of the humanitarian community in negotiating consent for humanitarian operations with non-state actors in civil war contexts;

(ii) Policy development outputs

a. Internally displaced persons. Manual of best practices in the delivery of assistance to internally displaced persons;

b. Sanctions. Methodologies to address the humanitarian impact of sanctions; and assistance to sanctions committees in fostering new approaches towards more targeted sanctions regimes and more efficient exemption processes;

c. Humanitarian action and human rights. Guidelines or best practices concerning human rights and international humanitarian law for use by relief personnel operating in environments of armed conflict; and a paper on the relationship between the humanitarian imperative and a rights-based approach.

d. Strategic coordination. Four strategy papers, policy tools or notes of guidance on issues relating to the interface between political, assistance and human rights dimensions of United Nations responses to crisis;

e. Gender and humanitarian response. Papers on mainstreaming gender in the humanitarian response to complex emergencies; and policy statements and guidelines to be coordinated by an inter-agency sub-working group on gender;

f. Protection of humanitarian assistance. Paper on concrete measures that will enhance realization of the Secretary-General's recommendations contained in his report on protection for humanitarian assistance to refugees and others in conflict situations (S/1998/883);

(iii) Booklets, pamphlets, information kits. Three advocacy campaigns; public information materials, including press kits, TV footage, booklets, posters; two annual reports on activities of the OCHA and 100 weekly newsletters; and guidelines on advocacy for humanitarian coordinators;

(iv) Lectures and speeches. Speeches by the Secretary-General, the Deputy Secretary-General, the Under-Secretary-General for Humanitarian Affairs and other senior officials;

(v) Press conferences. Materials for conferences, seminars and workshops; and participation in information forums organized by the Department of Public Information;

(vi) Technical materials. Database on internally displaced persons;

(c) *International cooperation and inter-agency coordination and liaison (RB/XB)*

(i) Participation in and contribution to meetings of non-governmental organizations and academic institutions on humanitarian assistance, coordination, prevention of disasters and emergencies, and peace-building issues;

(ii) Efforts to foster solid academic research on humanitarian and related issues through assistance to educational institutions for the design of courses and degree programmes on humanitarian assistance;

(iii) Participation in the development of training programmes for humanitarian workers and others involved in response to complex crises and natural disasters;

(iv) Consultations with UNDP, the World Bank and other relevant agencies on issues of relief-development linkages; consultations with the United Nations High Commissioner for Human Rights, the International Committee of the Red Cross, UNHCR, UNICEF, the Department of Peacekeeping Operations, the Department of Political Affairs and other relevant agencies on issues relating to mainstreaming human rights and integrating human rights into humanitarian action; consultations with the Department of Political Affairs, the Department of Peacekeeping Operations, UNDP, the United Nations High Commissioner for Human Rights, the operational agencies and other relevant partners on the overall strategic coordination of United Nations responses to countries in or emerging from crisis;

(v) Substantive contributions to ad hoc inter-agency meetings on system-wide policy issues relating to humanitarian assistance; maintenance of a database on humanitarian policy initiatives; provision of inputs to the Consultative Committee on Programme and Operational Questions of the Administrative Committee on Coordination, the Task Force on Mainstreaming Human Rights and other inter-agency forums;

(vi) Inter-Agency Standing Committee, its working group and sub-groups. Approximately 50 reports/notes on specific humanitarian situations; and approximately 30 position papers and thematic briefing notes on humanitarian policies and issues.

Resource requirements (at current rates)

Posts

25.25 The estimated amount of $1,656,400 relates to the cost of seven Professional posts (1 D-2, 1 D-1,1 P-5, 1 P-4 and 3 P-3), as reflected in table 25.9. It is proposed that two new Professional posts (1 P-5 and 1 P-3) be established to carry out the functions of Chief of Policy Development and of a policy development officer, respectively. The existing P-5 post is proposed for redeployment to the Inter-Agency Standing Committee/ Executive Committee on Humanitarian Affairs secretariat in order to accommodate the Secretary of that body. In addition, two P-3 posts are proposed for redeployment to this subprogramme from subprogramme 5, Humanitarian emergency information, for policy advocacy and external relations functions. The resource growth in the amount of $574,500 is a net result of the redeployments referred to above and the establishment of the two new posts.

Consultants and experts

25.26 The estimated requirements, at maintenance level, of $146,400 would provide for specialized consultancy services for the preparation of specific studies and reports on the promotion/implementation of humanitarian

principles, accountability, and inter-agency coordination relating to natural disasters and negotiations of consent for humanitarian operations with non-state actors.

Travel

25.27 The provision, at maintenance level, in the amount of $210,500 is required for staff participation in inter-agency consultative meetings, consultations with international development and financial institutions concerning linkages between relief and development, attendance at meetings of non-governmental organizations and substantive servicing of the working group of the Inter-Agency Standing Committee.

Subprogramme 2
Complex emergencies

Table 25.10 **Summary of requirements by object of expenditure**

(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1996-1997 expenditures*	*1998-1999 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*2000-2001 estimates*
			Amount	*Percentage*			
Posts	2 588.2	2 675.2	296.4	11.0	2 971.6	167.5	3 139.1
Consultants and experts	49.7	–	90.1	–	90.1	1.6	91.7
Travel	221.7	365.8	46.6	12.7	412.4	19.9	432.3
Total	**2 859.6**	**3 041.0**	**433.1**	**14.2**	**3 474.1**	**189.0**	**3 663.1**

(2) *Extrabudgetary resources*

1996-1997 expenditures	*1998-1999 estimates*	*Source of funds*	*2000-2001 estimates*
		(a) Services in support of:	
–	–	(i) United Nations organizations	–
		(ii) Extrabudgetary activities	
		Special Account for Programme Support Costs of the Department of	
–	998.4	Humanitarian Affairs	943.8
		(b) Substantive activities	
1 013.6	575.6	African Emergency Trust Fund	–
5 522.4	7 414.0	Afghanistan Emergency Trust Fund	7 784.7
		Trust Fund for Strengthening the Office of the Emergency Relief	
3 317.4	9 412.3	Coordinator	8 224.6
		(c) Operational projects	
31 604.7	41 742.2	Afghanistan Emergency Trust Fund	43 829.3
		Trust Fund for Disaster Relief	
16 204.0	16 880.5	Assistance	23 050.6
Total	**57 662.1**	**77 023.0**	**83 833.0**
Total (1) and (2)	**60 521.7**	**80 064.0**	**87 496.1**

Table 25.11 **Post requirements**

Subprogramme: Complex emergencies

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1998-1999	*2000-2001*	*1998-1999*	*2000-2001*	*1998-1999*	*2000-2001*	*1998-1999*	*2000-2001*
Professional category and above								
D-1	1	1	–	–	2	2	3	3
P-5	3	3	–	–	13	11	16	14
P-4/3	4	6	–	–	51	48	55	54
P-2/1	2	1	–	–	16	14	18	15
Total	**10**	**11**	**–**	**–**	**82**	**75**	**92**	**86**
General Service category								
Other level	4	4	–	–	12	11	16	15
Total	**4**	**4**	**–**	**–**	**12**	**11**	**16**	**15**
Other categories								
Local level	–	–	–	–	85	85	85	85
Total	**–**	**–**	**–**	**–**	**85**	**85**	**85**	**85**
Grand total	**14**	**15**	**–**	**–**	**179**	**171**	**193**	**186**

25.28 The subprogramme will be implemented by the Complex Emergency Response Branch in Geneva and the Emergency Liaison Branch in New York. These two branches were created following the reorganization in the framework of the Secretary-General's programme of reform.

25.29 The New York-based Emergency Liaison Branch will continue its coordination functions with the Department of Political Affairs, the Department of Peacekeeping Operations and other concerned entities in respect of cross-cutting policy issues, country situations and United Nations field operations with humanitarian, political, security and military dimensions. The Geneva-based Complex Emergency Response Branch will continue its activities in support of humanitarian coordination in the field, strategic field-based planning, the consolidated appeal process and resource mobilization on behalf of the Office for the Coordinator of Humanitarian Affairs and the United Nations operational agencies.

25.30 The objective of the subprogramme is to ensure an appropriate, timely and effective response to ongoing and incipient complex emergencies. The objectives will be realized through support to the mechanisms for humanitarian coordination, emergency response and inter-agency collaboration at Headquarters and in the field through the Emergency Relief Coordinator, the Inter-Agency Standing Committee and United Nations humanitarian or resident coordinators. This is expected to facilitate a coordinated and coherent approach to major complex emergencies affecting large numbers of persons suffering from famine, displacement and deprivation as a result of civil strife or other conflict-driven situations.

25.31 The work under this subprogramme will continue to include: (a) formulation of a humanitarian assistance strategy for each emergency; (b) consultations and liaison with relevant Governments, donors and humanitarian partners, including United Nations agencies and non-governmental and international organizations, and with relevant departments of the Secretariat; (c) provision of support to the United Nations resident/humanitarian coordinator for the performance of his/her humanitarian coordination duties; (d) facilitating the allocation of responsibilities among the humanitarian organizations of the United Nations system; (e) establishment of and support to field coordination structures, as required; (f) implementation

of the consolidated appeals process to include joint assessments, development of integrated humanitarian strategies, programme formulation and review, and publication and dissemination of consolidated appeal process documents; (g) use of early warning information to ensure preparedness measures prior to the onset of a new emergency; (h) preparation of contingency plans; and, (i) organization and management of stand-by capacities to provide on-call and material support to field coordination activities.

25.32 While it is difficult to predict what new humanitarian emergencies may arise in the future, the historical record and experience gained from previous situations is an indicator of what may be expected and a useful tool for providing a timely and effective response. During 1998, the Office dealt with humanitarian emergencies in 26 countries, of which 15 were in Africa (Angola, the Central African Republic, Eritrea, Ethiopia, the Great Lakes Region (Burundi, the Democratic Republic of the Congo, Rwanda, the United Republic of Tanzania and Uganda), Guinea-Bissau, Liberia, the Congo, Sierra Leone, Somalia and the Sudan; 5 in the former Union of Soviet Socialist Republics (Armenia, Azerbaijan, Georgia, the Russian Federation and Tajikistan) and 6 in other parts of the world (Afghanistan, Albania, Bosnia and Herzegovina, the Democratic People's Republic of Korea, Yugoslavia and Iraq). During 2000–2001, the Department will continue its responsibilities with respect to those complex emergencies, while closely monitoring situations in the event that additional humanitarian requirements arise.

Expected accomplishments

25.33 It is expected that the implementation of the activities under this subprogramme will contribute to the smooth running of field coordination units, which in turn will provide for balanced and effective support to countries in or emerging from civil crisis. It is also expected that the capacity of the Office for the Coordination of Humanitarian Affairs to mobilize resources for humanitarian activities will be strengthened, resulting in greater financial support for its activities and a fully coordinated approach in the humanitarian, political and military components of United Nations support to countries affected by crisis. The participation of the Office in meetings, seminars and briefings is expected to result in a more informed understanding of and greater support for complex emergency response.

Outputs

25.34 During the biennium the following outputs will be delivered:

(a) *Servicing of intergovernmental/expert bodies (RB/XB)*

(i) Substantive servicing of meetings. Two meetings of the General Assembly; pledging conferences; approximately 40 meetings and informal briefings/consultations of Member States on specific complex emergency situations; and approximately 20 meetings of the Humanitarian Liaison Working Group;

(ii) Parliamentary documentation

a. General Assembly. Approximately 10 reports on specific complex emergency situations and issues in response to mandates;

b. Security Council. Approximately 30 reports on the humanitarian component of the Secretary-General's reports to the Security Council, as required; and up to 100 background papers, statements and briefing notes;

(iii) Other services provided. Approximately 80 background papers and thematic briefing notes to the Inter-Agency Standing Committee, its working group and its sub-working group on the consolidated appeal process and the Inter-Agency Task Force on Internally Displaced Persons. Approximately 30 reports/briefing notes on specific complex emergency situations to the Humanitarian Liaison Working Group.

(b) *Other substantive outputs (RB/XB)*

(i) Approximately 50 ad hoc reports to Governments, donors, United Nations agencies and other relevant entities on the response to emergency situations;

(ii) Approximately 40 consolidated inter-agency appeals to the donor community on specific countries and regions affected by complex humanitarian emergencies;

(iii) 60 periodic and special reports on the funding status of the consolidated appeals;

(iv) Approximately 30 fact-finding and humanitarian needs assessment missions, joint missions with donor representatives, strategy-building missions and missions to review field coordination arrangements;

(v) Technical material. Situation reports for paper and electronic distribution: weekly (20 issues); bi-weekly (20 issues); monthly (20 issues); bi-monthly (20 issues); one donors profile database; and materials covering issues related to the consolidated appeal process;

(vi) A total of eight booklets, pamphlets, fact sheets, wall charts and information kits on issues of humanitarian assistance;

(c) *International cooperation and inter-agency coordination and liaison (RB/XB)*

(i) Regular consultations with concerned partners, in particular with Governments of affected countries, donors, international organizations and agencies of the United Nations system and other organizations and institutions on humanitarian emergencies and the coordination of appropriate response;

(ii) Approximately 100 periodic meetings with and briefings of intergovernmental and non-governmental organizations and operational partners on humanitarian issues, programmes and contingency planning efforts;

(iii) Approximately 40 ad hoc inter-agency meetings on assessment of specific humanitarian situations and appropriate responses;

(iv) Participation in approximately 20 sessions of the governing bodies of the relevant operational agencies of the United Nations system on issues relating to coordination of complex emergencies;

(v) Participation in approximately 10 meetings of the development partners on the transition from relief to development;

(vi) Participation in approximately 40 missions/seminars, symposia and other meetings organized by intergovernmental organizations outside the United Nations systems and by non-governmental organizations and their consortia;

(vii) Participation in approximately 20 meetings of the sub-working group on the consolidated appeal process of the Inter-Agency Standing Committee.

Resource requirements (at current rates)

Posts

25.35 The estimated amount of $2,971,600 relates to the cost of 15 posts (1 D-1, 3 P-5, 3 P-4, 3 P-3, 1 P-2 and 4 General Service (Other level)), in the New York-based Emergency Liaison Branch and the Complex Emergency Response Branch at Geneva, that are required for the implementation of the programme of work under this subprogramme. The changes in the staffing table from the current biennium result from the proposed establishment of one P-4 and one P-3 posts for the functions of desk officers for Section II (Emergencies in Africa) and Section III (Emergencies in the rest of the world) of the Complex Emergency Response Branch in Geneva. It is proposed that one P-5 be redeployed from New York to Geneva under

the same subprogramme in order to carry out the functions of Chief of Section I and improvement of the consolidated appeal process. One P-2 post is also proposed for redeployment from this subprogramme to the Inter-Agency Standing Committee/Executive Committee on Humanitarian Affairs Liaison Office in Geneva. Of the 15 posts, including the new ones, one P-5, one P-4 and one P-3 are for the Geneva Branch, while one D-1, two P-5, two P-4, two P-3, one P-2 and four General Service (Other level) posts are for the New York Branch. The increase of $296,400 is a result of these movements and the establishment of new posts.

Consultants and experts

25.36 The estimated amount of $90,100 is requested in order to provide for specialized consultancy services for the development of a comprehensive manual on the best practices in the delivery of humanitarian assistance to internally displaced persons and of a database on this issue.

Travel

25.37 A provision in the amount of $412,400 is required for missions anticipated under the programme of work in order to conduct humanitarian assessments and relief missions; prepare consolidated appeals on humanitarian emergency situations; establish field coordination structures; monitor programme implementation in affected countries; and consult with donor Governments in order to mobilize response to humanitarian emergencies. The increase of $46,600 is required in order to enable the Office to cope with the increasing incidences of humanitarian emergencies in different parts of the world.

Subprogramme 3
Natural disaster reduction

Table 25.12 **Summary of requirements by object of expenditure**

(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1996–1997 expenditures*	*1998–1999 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*2000–2001 estimates*
			Amount	*Percentage*			
Posts	2 295.2	–	–	–	–	–	–
Consultants and experts	44.0	–	–	–	–	–	–
Travel	196.6	–	–	–	–	–	–
Grants and contributions	–	2 309.3	–	–	2 309.3	–	2 309.3
Total	**2 535.8**	**2 309.3**	**–**	**–**	**2 309.3**	**–**	**2 309.3**

(2) *Extrabudgetary resources*

1996–1997 expenditures	*1998–1999 estimates*	*Source of funds*	*2000–2001 estimates*
		(a) Services in support of:	
–	–	(i) United Nations organizations	–
		(ii) Extrabudgetary activities	
–	332.8	Special Account for Programme Support Costs of the Department of Humanitarian Affairs	314.6
		(b) Substantive activities	
116.3	52.0	Sasakawa Disaster Prevention Award Endowment Fund	52.0
4 562.9	10 948.6	Trust Fund for the International Decade for Natural Disaster Reduction	3 015.4
637.7	1 105.1	Trust Fund for Strengthening the Office of the Emergency Relief Coordinator	1 070.8
–	–	(c) Operational projects	–
5 316.9	**12 438.5**	**Total**	**4 452.8**
7 852.7	**14 747.8**	**Total (1) and (2)**	**6 762.1**

Table 25.13 **Post requirements**

Subprogramme: Natural disaster reduction

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1998–1999	*2000–2001*	*1998–1999*	*2000–2001*	*1998–1999*	*2000–2001*	*1998–1999*	*2000–2001*
Professional category and above								
D-2	–	–	–	–	1	1	1	1
D-1	–	–	–	–	–	1	–	1
P-5	–	–	–	–	3	2	3	2
P-4/3	–	–	–	–	5	1	5	1
P-2/1	–	–	–	–	2	2	2	2
Total	**–**	**–**	**–**	**–**	**11**	**7**	**11**	**7**
General Service category								
Other level	–	–	–	–	9	6	9	6
Total	**–**	**–**	**–**	**–**	**9**	**6**	**9**	**6**
Grand total	**–**	**–**	**–**	**–**	**20**	**13**	**20**	**13**

25.38 Activities under this subprogramme, namely the coordination of operational activities for natural disaster mitigation, prevention and preparedness, including the Disaster Management Training Programme, were transferred to UNDP in 1998 together with the related resources in the form of a grant of $2,309,300 pertaining to nine posts, in the context of the Secretary-General's programme of reform, as approved by the General Assembly in its resolution 52/12 B of 19 December 1997. That divestiture has left the Office for the Coordination of Humanitarian Affairs with responsibility for activities relating to the International Decade for Natural Disaster Reduction, which are entirely funded by extrabudgetary resources.

25.39 By 1999, the International Decade for Natural Disaster Reduction proclaimed by the General Assembly in its resolution 44/236 of 22 December 1989, will have come to an end. No decision has yet been taken on follow-up actions concerning the disaster reduction strategy for the twenty-first century. However, a consensus is evolving on the need for an inter-agency organizational structure, within the Office for the Coordination of Humanitarian Affairs, for liaison and coordination of the strategy among the various organizations and the private sector. The Administrative Committee on Coordination has already recommended such an approach. Pending a decision by the General Assembly on the content and structure of a successor arrangement, it is expected that the secretariat of the International Decade for Natural Disaster Reduction will, in line with General Assembly resolution 50/117 A of 20 December 1995, serve as the liaison and coordinating entity for organizations of the Untied Nations system, as well as for the private sector, with regard to implementation of the disaster reduction strategy for the twenty-first century, which will be mapped out at the international programme forum for the International Decade for National Disaster Reduction, to be held in July 1999.

25.40 Under the substantive guidance of the Inter-Agency Task Force for Natural Disaster Reduction, the secretariat would have a three-pronged approach to the implementation of the disaster reduction strategy: advocacy, policy and coordination. In addition, the secretariat would continue to organize the United Nations Sasakawa Disaster Prevention Award project and administer the Endowment Fund. Activities of the secretariat would entirely be funded from extrabudgetary resources.

25.41 With respect to the transfer of responsibility for disaster mitigation to UNDP, the General Assembly, in its resolution 52/12 B, requested the Secretary-General to submit a report on the method of financing of

natural disaster mitigation, prevention and preparedness beyond the biennium 1998–1999. The Secretary-General, therefore, in line with his recommendation in his report to the General Assembly at its fifty-third session (A/53/641), has proposed the continuation of the grant for the biennium 2000–2001 at the same level as that of 1998–1999.

Resource requirements (at current rates)

Grants and contributions

25.42 A continuation of the grant in the amount of $2,309,300 is proposed as a contribution to UNDP in support of the management and administration of operational activities relating to capacity-building for disaster mitigation, prevention and preparedness, which have been transferred to UNDP pursuant to General Assembly resolution 52/12 B.

Subprogramme 4
Disaster relief

Table 25.14 **Summary of requirements by object of expenditure**

(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1996–1997 expenditures*	*1998–1999 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*2000–2001 estimates*
			Amount	*Percentage*			
Posts	2 002.2	1 417.6	–	–	1 417.6	25.4	1 443.0
Consultants and experts	38.4	39.2	–	–	39.2	0.7	39.9
Travel	171.5	137.8	–	–	137.8	6.7	144.5
Grants and contributions	1 195.9	1 200.0	300.0	25.0	1 500.0	–	1 500.0
Total	**3 408.0**	**2 794.6**	**300.0**	**10.7**	**3 094.6**	**32.8**	**3 127.4**

(2) *Extrabudgetary resources*

1996–1997 expenditures	*1998–1999 estimates*	*Source of funds*	*2000–2001 estimates*
–	–	(a) Services in support of:	
		(i) United Nations organizations	–
		(ii) Extrabudgetary activities	
–	1 331.2	Special Account for Programme Support Costs of the Department of Humanitarian Affairs	1 101.1
		(b) Substantive activities	
205.0	265.0	Trust Fund for Chernobyl	265.0
637.7	1 104.9	Trust Fund for Strengthening the Office of the Emergency Relief Coordinator	1 070.8
		(c) Operational projects	
20 240.7	40 935.0	Trust Fund for Disaster Relief Assistance	35 498.4
21 083.4	**43 636.1**	**Total**	**37.935.3**
24 491.4	**46 430.7**	**Total (1) and (2)**	**41 062.7**

Table 25.15 **Post requirements**

Subprogramme: Disaster relief

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1998-1999	*2000-2001*	*1998-1999*	*2000-2001*	*1998-1999*	*2000-2001*	*1998-1999*	*2000-2001*
Professional category and above								
D-1	1	1	–	–	–	–	1	1
P-5	–	–	–	–	8	8	8	8
P-4/3	2	2	–	–	12	12	14	14
P-2/1	2	2	–	–	–	–	2	2
Total	**5**	**5**	**–**	**–**	**20**	**20**	**25**	**25**
General Service category								
Principal level	1	1	–	–	–	–	1	1
Other level	1	1	–	–	20	20	21	21
Total	**2**	**2**	**–**	**–**	**20**	**20**	**22**	**22**
Grand total	**7**	**7**	**–**	**–**	**40**	**40**	**47**	**47**

25.43 The subprogramme will be implemented by the Disaster Response Branch of the Geneva Office.

25.44 The overall goal of its activities is embodied in General Assembly resolutions 45/100 of 14 December 1990 and 46/182 of 19 December 1991, as well as in Economic and Social Council resolution 1995/56 of 28 July 1995, which emphasized the need for coordination and mobilization of international emergency assistance to countries affected by natural and other disasters, as well as the development of ways and means to strengthen the response capacity to disasters at national and international levels. International assistance to countries affected by environmental emergencies, based on the agreement between UNEP and the Office for the Coordination of Humanitarian Affairs, is an integral part of the subprogramme.

25.45 In cases of sudden natural disasters, and at the request of Governments, system-wide responsibility for coordinating and mobilizing international assistance throughout the emergency and immediate rehabilitation phase is assumed under this subprogramme. This function is primarily carried out by four regional desks which liaise with all concerned humanitarian partners from the United Nations, notably the United Nations resident coordinator system in the field, permanent missions, national and international aid agencies, the International Red Cross and Red Crescent Societies and non-governmental organizations. The desks gather information and data on the extent of the disaster and priority requirements. The information is consolidated and disseminated to hundreds of addressees in the form of situation reports, the principal tool for the coordination of the response of the international community. United Nations inter-agency appeals covering emergency requirements and initial rehabilitation requirements in disaster-affected areas and linking relief programmes with rehabilitation priorities are issued and disseminated. Efforts to address the underlying causes of disaster, thus contributing to the prevention/mitigation of future disasters and reducing the vulnerability of the poor, will be stepped up.

25.46 During the biennium 2000–2001, the focus will be, *inter alia*, on improving the timeliness of responses to emergencies through the streamlining of administrative procedures for receiving grants, recruitment of specialized staff for missions, damage and needs assessments through close collaboration with local United Nations and national teams and systematic evaluation of response experience. In order to achieve those objectives, the capacities of support services, which have been developed with donors and United Nations agencies, will be relied upon.

25.47 Taking into account the increasing occurrence and adverse impact of natural disasters, in particular in Asia, the South Pacific and Latin America, the Office for the Coordination of Humanitarian Affairs is establishing regional disaster response advisory units to assist disaster-prone countries in improving rapid response preparedness and support to Governments, national civil defence institutions and the United Nations resident coordinators and United Nations agencies during the emergency phase following the natural disasters, as well as technological accidents and environmental emergencies.

25.48 The central register of disaster management capacities will be maintained and further enhanced, providing the United Nations, the international relief community and potential recipient countries with an operational tool giving access to exact, reliable and up-to-date data on the existing disaster management capacities that can be called upon at short notice in case of a disaster. Bilateral agreements between the United Nations and the interested countries on application of facilitation measures in customs and transport to the emergency humanitarian relief consignments and disaster relief teams will be pursued further.

Expected accomplishments

25.49 It is expected that the implementation of the activities under this subprogramme will contribute to the strengthening of adequate and appropriate relief assistance to affected countries by, among other things, reducing the time span between mobilization of assistance and its distribution to affected communities. It will contribute also to improved cooperation and consultation between recipient countries and donors and also will strengthen quick identification and mobilization of available disaster management capacities for disaster response by the United Nations, governmental and other relief organizations.

Outputs

25.50 During the biennium the following outputs will be delivered:

(a) *Servicing of intergovernmental/expert bodies (RB/XB)*

(i) Substantive servicing of meetings. Two meetings of the General Assembly and one meeting of the Economic and Social Council; two pledging conferences; and two meetings of the ministerial Quadripartite Commission for Coordination on Chernobyl and the Task Force on Chernobyl;

(ii) Parliamentary documentation

General Assembly. Report on the strengthening of international cooperation and coordination of efforts to study, mitigate and minimize the consequences of the Chernobyl disaster;

(iii) Other services provided. Substantive servicing of two meetings of the Working Group on Environmental Emergencies; four meetings of the Working Group on Emergency Telecommunications; and meetings of the sub-group of the Inter-Agency Telecommunications Advisory Committee.

(b) *Other substantive outputs (RB/XB)*

(i) Recurrent publications. United Nations disaster assessment and coordination field handbook and guidelines for international search and rescue response; guidelines and standard operating procedures for humanitarian large-scale airlift operations; and field manual for military and civil defence personnel;

(ii) Approximately 30 to 40 relief missions to disaster and emergency sites to assess the needs of affected populations and to facilitate on-site coordination of international relief activities; and 300 situation reports;

(iii) Approximately 40 to 50 appeals for international assistance on natural disasters and environmental emergencies;

(iv) Promotion of activities related to the Convention on the Provision of Telecommunication Resources for Disaster Mitigation and Relief Operations (in cooperation with ITU);

(v) Processing of approximately 30 emergency grants to disaster-affected countries;

(vi) Technical material. Monthly issuance of natural disaster statistics; an annual brochure containing a statistical summary of disaster relief activities; biannual technical material on relief goods in stock; a study on airlifts, shipments and facilitation of air operations; and maintenance and upgrading of a database for military and civil defence resources;

(vii) Exhibits, guided tours and lectures. Approximately 20 lectures on activities of the Office for the Coordination of Humanitarian Affairs and humanitarian emergencies.

(c) *International cooperation and inter-agency coordination and liaison (RB/XB)*

(i) Substantive contribution to activities of the Quadripartite Commission for Coordination on Chernobyl and the Inter-Agency Task Force on Chernobyl as well as coordination of input by United Nations agencies and other international organizations in respect of the Chernobyl relief programmes and projects;

(ii) Participation in the activities of ITU, WFP, UNHCR, UNEP and other agencies of the United Nations system on issues of mutual concern regarding humanitarian relief activities.

(d) *Technical cooperation (XB)*

(i) Advisory missions. Ten missions to assess the extent of environmental damage, design remedial measures and coordinate international assistance related to environmental emergencies;

(ii) Group training. Organization of 12 international workshops related to emergency assessment and field coordination as well as regional and national response preparedness; six training courses for military and civil defence personnel; and three high-level seminars in Africa and Asia.

Resource requirements (at current rates)

Posts

25.51 The estimated requirements in the amount of $1,417,600 relate to the continuation of seven posts (1 D-1, 1 P-4, 1 P-3, 2 P-2 and 2 General Service (Other level)) that are required for the implementation of the programme of work under this subprogramme.

Consultants and experts

25.52 An estimated amount, at maintenance level, of $39,200 would be required for specialized consultancy services for: (a) the development and implementation of an integrated database on contributions and disaster statistics in Microsoft access environment and assessment of disaster relief operations; and (b) formulation of assistance projects, including linkages between the emergency and rehabilitation phases and disaster management know-how.

Travel

25.53 The estimated requirement of $137,800 , at maintenance level, relates to travel to disaster and emergency areas for assessment and relief missions, participation in inter-agency meetings and consultations with donors and recipient countries.

Grants and contributions

25.54 The proposed amount of $1,500,000, representing an increase of $300,000, is required in order to continue to provide cash grants. In accordance with General Assembly resolution 38/202 of 20 December 1983, the Office for the Coordination of Humanitarian Affairs is authorized to respond to requests for emergency/disaster assistance, with a ceiling of $50,000 per emergency situation, up to a total of 24

emergency situations in a biennium. It is proposed to increase the grant of $1,200,000 by $300,000 to enable the Organization to respond to at least 30 disaster/emergency situations.

Subprogramme 5
Humanitarian emergency information

Table 25.16 **Summary of requirements by object of expenditure**

(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1996-1997 expenditures*	*1998-1999 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*2000-2001 estimates*
			Amount	*Percentage*			
Posts	1 719.0	1 727.7	(383.0)	(22.1)	1 344.7	86.9	1 431.6
Consultants and experts	33.0	39.5	–	–	39.5	1.9	41.4
Travel	147.3	49.6	–	–	49.6	2.4	52.0
Total	**1 899.3**	**1 816.8**	**(383.0)**	**(21.0)**	**1 433.8**	**91.2**	**1 525.0**

(2) *Extrabudgetary resources*

1996-1997 expenditures	*1998-1999 estimates*	*Source of funds*	*2000-2001 estimates*
		(a) Services in support of:	
–	–	(i) United Nations organizations	–
		(ii) Extrabudgetary activities	
–	312.9	Special Account for Programme Support Costs of the Department of Humanitarian Affairs	332.7
		(b) Substantive activities	
–	2 912.0	Trust Fund for Strengthening the Office of the Emergency Relief Coordinator	5 254.4
–	–	(c) Operational projects	–
Total	**3 224.9**		**5 587.1**
Total (1) and (2)	**5 041.7**		**7 112.1**

Table 25.17 **Post requirements**

Subprogramme: Humanitarian emergency information

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1998–1999	*2000–2001*	*1998–1999*	*2000–2001*	*1998–1999*	*2000–2001*	*1998–1999*	*2000–2001*
Professional category and above								
D-1	1	1	–	–	1	1	2	2
P-5	1	1	–	–	2	1	3	2
P-4/3	4	2	–	–	15	14	19	16
P-2/1	–	–	–	–	2	1	2	1
Total	**6**	**4**	**–**	**–**	**20**	**17**	**26**	**21**
General Service category								
Other levels	3	3	–	–	7	10	10	13
Total	**3**	**3**	**–**	**–**	**7**	**10**	**10**	**13**
Other categories								
Local level	–	–	–	–	27	27	27	27
Total	**–**	**–**	**–**	**–**	**27**	**27**	**27**	**27**
Grand total	**9**	**7**	**–**	**–**	**54**	**54**	**63**	**61**

25.55 This subprogramme will be implemented by the Information Management Services Branch of the New York Office.

25.56 The overall objective of the subprogramme is to provide a viable platform for the sharing of reliable information on humanitarian issues.

25.57 During the biennium, focus will be on in-depth analysis of already available material before it is disseminated. This will allow the United Nations system, Governments, non-governmental organizations and the public at large to prepare and respond more effectively to complex humanitarian emergencies and natural disasters. Associated with this objective is the need to strengthen the exchange of early warning information among key actors. To the extent possible, activities will be broad-based, involving other United Nations and non-United Nations agencies consistent with the coordinating role of Office for the Coordination of Humanitarian Affairs. In this respect, efforts will be directed to taking the lead role in convening inter-agency meetings on cross-agency information issues, such as early warning and the common humanitarian portal on the Internet, in order to foster cohesion and dialogue among partner organizations. Efforts will be made to encourage standard norms for hardware and software in order to benefit from economies of scale in procurement and maintenance.

Expected accomplishments

25.58 It is expected that the implementation of the activities under this subprogramme will contribute to greater connectivity and coordination and the effective use of information relating to humanitarian crisis situations in order to promote effective preparedness and preventive actions and to make humanitarian assistance programmes more effective.

Outputs

25.59 During the biennium the following outputs will be delivered:

Other substantive outputs (RB/XB)

(i) Development of an expanded humanitarian emergency information network to include non-governmental organizations and technical departments of government agencies; and development of more powerful search engines to integrate multiple databases for purposes of an easily accessible public domain database in ReliefWeb;

(ii) Streamlined information activities within the Office for the Coordination of Humanitarian Affairs. Rationalization of ReliefWeb, the Office for the Coordination of Humanitarian Affairs on-line and the Integrated Regional Information Network (IRIN) to ensure a functional and non-duplicative relationship between them;

(iii) An early warning mechanism. Expansion of inter-agency dialogue and information exchange mechanisms regarding early warning information; provision of assistance to regional organizations to build early warning capacities within their respective regions; and development of indicators suited to particular types of emergencies;

(iv) Review of relevant literature and indicators; and a report on early warning and preparedness;

(v) Enhanced technology. Development of greater use of wireless technology, in particular for use in remote field locations; and design of a common password-protected Web site, together with United Nations humanitarian agencies, funds and programmes for each new complex emergency to provide a common set of profile and other country material and real-time access to the latest key information regarding humanitarian needs and operations;

(vi) Information support to humanitarian actors on the ground. Field guides, maps and logistics information; and provision, through personalized e-mail and customized CD-ROMs, of reference and operational material.

Resource requirements (at current rates)

Posts

25.60 The estimated requirements of $1,344,700 would provide for seven posts (1 D-1, 1 P-5, 2 P-4 and 3 General Service (Other level)). The changes in the staffing table from the current biennium result from the redeployment of two P-3 posts to subprogramme 1, Policy and analysis, in order to strengthen the external relations/advocacy functions under that subprogramme. The reduction of $383,000 is thus a result of the redeployment of those posts.

Consultants and experts

25.61 The provision in the amount, at maintenance level, of $39,500 relates to the fees of an information systems expert, who would be recruited to help improve the Internet capabilities of the Branch.

Travel

25.62 The estimated requirements of $49,600 would provide for travel to participate in inter-agency meetings on cross-agency information issues, such as early warning and the common humanitarian portal on the Internet, so as to foster cohesion and dialogue among partner organizations.

C. Programme support

Table 25.18 **Summary of requirements by object of expenditure**

(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1996–1997 expenditures*	*1998–1999 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*2000–2001 estimates*
			Amount	*Percentage*			
Posts	1 543.5	1 154.1	–	–	1 154.1	42.6	1 196.7
Other staff costs	280.4	475.0	213.4	44.9	688.4	24.6	713.0
Travel	–	2.8	9.6	342.8	12.4	0.5	12.9
Contractual services	383.3	251.2	204.3	81.3	455.5	14.0	469.5
General operating expenses	1 068.2	756.0	209.9	27.7	965.9	38.0	1 003.9
Hospitality	7.7	11.2	3.5	31.2	14.7	0.6	15.3
Supplies and materials	108.1	95.1	9.8	10.3	104.9	4.6	109.5
Furniture and equipment	279.0	249.4	14.4	5.7	263.8	10.6	274.4
Grants and contributions	–	927.6	(313.5)	(33.7)	614.1	11.1	625.2
Total	**3 670.2**	**3 922.4**	**351.4**	**8.9**	**4 273.8**	**146.6**	**4 420.4**

(2) *Extrabudgetary resources*

1996–1997 expenditures	*1998–1999 estimates*	*Source of funds*	*2000–2001 estimates*
		(a) Services in support of:	
–	–	(i) United Nations organizations	–
		(ii) Extrabudgetary activities	
		Special Account for Programme Support Costs of the Department	
5 429.7	4 199.1	of Humanitarian Affairs	4 622.2
–	–	(b) Substantive activities	–
–	–	(c) Operational projects	–
5 429.7	**4 199.1**		**4 622.2**
9 099.9	**8 121.5**		**9 042.6**

Table 25.19 **Post requirements**

Organizational unit: Executive Office

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1998-1999	*2000-2001*	*1998-1999*	*2000-2001*	*1998-1999*	*2000-2001*	*1998-1999*	*2000-2001*
Professional category and above								
P-5	1	1	–	–	1	1	2	2
P-4/3	1	1	–	–	3	4	4	5
P-2/1	1	1	–	–	–	–	1	1
Total	**3**	**3**	**–**	**–**	**4**	**5**	**7**	**8**
General Service category								
Principal level	1	1	–	–	–	–	1	1
Other level	3	3	–	–	5	5	8	8
Total	**4**	**4**	**–**	**–**	**5**	**5**	**9**	**9**
Grand total	**7**	**7**	**–**	**–**	**9**	**10**	**16**	**17**

25.63 The Executive Office, comprising the administrative services of the New York and Geneva Offices, assists the Under-Secretary-General and Emergency Relief Coordinator in the discharge of his financial, personnel and general administrative responsibilities and provides administrative and programme support for the substantive and coordination activities of the Office, both at Headquarters and in the field.

25.64 The administrative service in New York serves as the Executive Office of the Office for the Coordination of Humanitarian Affairs and coordinates the overall administration of the New York and Geneva Offices within the framework of agreed delegation of authority between the two offices. The Finance and Administrative Unit in Geneva assists the Director in the administration of the Geneva Office.

25.65 In addition, the Executive Office assists the Coordinator in the administration of the Central Emergency Revolving Fund, including ensuring compliance with established rules and procedures governing the use of the Fund, monitoring advances and replenishment, ensuring financial reporting from organizations utilizing the Fund and preparing related documentation for distribution to Member States, intergovernmental bodies, non-governmental organizations and operational agencies. The Executive Office manages the trust funds under the responsibility of the New York Office and provides administrative support for IRIN in the field.

Resource requirements (at current rates)

Posts

25.66 The estimated requirements of $1,154,100 relate to the continuation of seven posts (1 P-5, 1 P-3, 1 P-2 and 4 General Service (1 Principle level and 3 Other level)), as reflected in table 25.19.

Other staff costs

25.67 A provision in the amount of $688,400 relates to general temporary assistance and overtime. The estimated requirements under general temporary assistance of $549,400, representing an increase of $204,000, would be utilized to supplement existing staff resources in view of the increasing emergency situations in many parts of the world. These funds would be used during the preparation of the various consolidated appeals under subprogramme 2, Complex emergencies, for the temporary recruitment of additional staff and for replacements during staff absences on extended sick leave or maternity leave and during peak workload

periods. Similarly, the provision under overtime of $139,000, representing an increase of $9,400, is required for necessary support to the programme of work of the Office for the Coordination of Humanitarian Affairs, in particular during the preparation of United Nations responses to emergency situations and during year-end closing of accounts. Of these amounts, $264,100 under general temporary assistance is for the Geneva Office, while the remaining $285,300 is for the New York Office. Of the total amount proposed under overtime, $25,600 is for the Geneva Office, while $113,400 is for the New York Office.

Travel

25.68 A provision in the amount of $12,400, representing an increase of $9,600, is required for travel of the Executive Officer in New York and staff from the Finance and Administrative Unit in Geneva to undertake consultations between Headquarters and Geneva on administrative, personnel and financial matters.

Contractual services

25.69 The estimated requirements of $455,500, reflecting a net increase of $204,300 relate both to the New York and Geneva Offices and represent: (a) payment to ITU towards the services provided in connection with the ReliefWeb host site ($200,000); (b) fees for the proprietary development of Lotus notes and subscriptions to worldwide databases ($74,300); (c) the cost of external translation and editing of urgent situation reports that are required on short notice ($33,700); (d) public information production costs ($33,800); and (e) external printing costs ($113,700).

General operating expenses

25.70 The provision in the amount of $965,900, reflecting an increase of $209,900, relates to the costs of general operating expenses for both the New York and Geneva Offices, as follows: (a) temporary rental of premises at the initial stages of an emergency situation in a disaster stricken country that would be used to coordinate and support humanitarian operations ($68,500); (b) rental and maintenance of data-processing equipment, communications equipment, photocopy machines under volume contracts ($196,100, including a decrease of $2,600); (c) communications between Office for the Coordination of Humanitarian Affairs offices at Headquarters and operational centres in Geneva and the field and regular transmission of situation reports to addressees all over the world ($589,300, including an increase of $202,700 based on patterns of expenditure); and (d) miscellaneous services to cover the cost of air freight and other emergency needs in the field during the initial stages of a crisis ($112,000, including an increase of $9,800).

Hospitality

25.71 The proposed amount of $14,700 relates to official functions in connection with major pledging conferences, meetings of the Inter-Agency Standing Committee, non-governmental organizations and operational agencies involved in humanitarian assistance. The increase of $3,500 is required in view of the high frequency of contacts and efforts required for the mobilization of funds and support within the humanitarian community for the work of the Office for the Coordination of Humanitarian Affairs.

Supplies and materials

25.72 The estimated amount of $104,900, representing an increase of $9,800, is required to cover the costs of supplies and materials for the New York and Geneva Offices, including reproduction and data- processing supplies. The increase of $9,800 is determined on the basis of actual expenditure patterns and anticipated requirements of the Office.

Furniture and equipment

25.73 The proposed amount of $263,800, representing an increase of $14,400, relates to replacement of office automation equipment such as computers and printers ($141,100); upgrading of servers and related software ($83,400); acquisition of three portable satellite telephones for use by staff on missions in emergency situations ($14,400); and office furniture and central registry cabinets ($24,900).

Grants and contributions

25.74 The estimated requirements of $614,100 relate to the share of the Office for the Coordination of Humanitarian Affairs of the payment to the International Computing Centre for the operation and maintenance of the mainframe computer. The reduction of $313,500 is determined on the basis of experience during the biennium 1998–1999.

Table 25.20 **Summary of follow-up action taken to implement relevant recommendations of the internal and external oversight bodies and the Advisory Committee on Administrative and Budgetary Questions**

Brief description of the recommendation	*Action taken to implement the recommendation*
Advisory Committee on Administrative and Budgetary Questions (A/52/7 (Chap. II, Part VI))	
The Advisory Committee was concerned with the lack of capacity of the then Department of Humanitarian Affairs (now the Office for the Coordination of Humanitarian Affairs) to monitor and control trust funds. The Advisory Committee was also not satisfied with the information regarding a computerized information system on trust funds. In view of the workload involved in preparing the work plan for trust funds and the workload related to preparing reports to donors, the Advisory Committee believed that there was an urgent need to establish a computerized system within the Department to manage the large number of trust funds (para. VI.25).	The Finance Information Management System (FIMS) for monitoring and controlling trust funds of the Office for the Coordination of Humanitarian Affairs has been established and is operational. Efforts to further simplify the system were not pursued given the introduction of the IMIS Release on finance. Furthermore, with consolidation, the number of trust funds has been reduced and made more homogenous, thus further facilitating management and control.
With regard to rates charged to donors, the Advisory Committee was informed that the rate of 13 per cent was applied to all trust funds except for the support programme, where, owing to the fact that the transfer mechanism does not involve much additional work, the rates range between 3 to 13 per cent. In this connection, it was the view of the Advisory Committee that guidelines should be established and criteria set for funds that should be exempt and those which are to be charged the full rate (para. VI.26).	The existing guidelines are being applied and are adhered to. However, it is difficult to establish guidelines for exceptional circumstances that require exemptions of the application of different rates. In such circumstances, the Controller exercises the authority reposed in him by taking a decision in respect of each exceptional circumstance on a case-by-case basis.

Brief description of the recommendation	*Action taken to implement the recommendation*
The Advisory Committee was informed that the responsibility of the Department for the Relief Logistics Centre at Pisa, Italy, was being reviewed and that the facility may be relocated. It was the view of the Advisory Committee that it might be desirable for the Department to move out of the management of that function and instead concentrate on the coordination of mobilization of resources and provision of information; the Secretary-General should explore with other agencies, such as UNHCR and WFP, the possibility of common use of this facility (para. VI.31).	In line with the reform proposals of the Secretary-General, in particular concerning the transfer of operational activities of the Department of Humanitarian Affairs to other entities of the United Nations agencies, it was decided that the management of the Pisa warehouse would be divested to WFP. In late November 1997, after a series of consultations among all concerned on the practical and technical aspects of the proposed divestiture, an agreement was reached between WHO, WFP and the Department of Humanitarian Affairs. This agreement was then presented to, and accepted by, the Government of Italy. The agreement foresees the overall management of the warehouse to be entrusted to WFP effective at the time of the relocation to Brindisi, namely, before the year 2000.
Advisory Committee on Administrative and Budgetary Questions (A/52/7/Add.1)	
Regarding the issue of transfer to UNDP of the activities relating to natural disaster mitigation, prevention and preparedness and the related resources equivalent to nine posts in the Department of Humanitarian Affairs Geneva Office, the Advisory Committee stated that it remained unclear how the amount of $908,200 for natural disaster reduction under section 21 of the programme budget for the biennium 1998–1999 would be managed, given the abolition of the nine posts (para. 45).	The resources are managed by the Disaster Response Branch in Geneva in the context of disaster preparedness and by the Emergency Liaison Branch in New York in conjunction with emergency preparedness, contingency planning and pre-positioning.
In connection with the statement in paragraph 25.7 of the report of the Secretary-General (A/52/303) concerning secondments from concerned United Nations agencies and non-governmental organizations, the Advisory Committee trusted that this would be carried out in full compliance with General Assembly resolution 51/243 of 15 September 1997 on gratis personnel (para. 46).	The secondments from United Nations operational agencies and non-governmental organizations have been implemented in full compliance with resolution 51/243. The secondees have been integrated into the structure of the Office for the Coordination of Humanitarian Affairs, against the 137 (50 regular budget and 87 extrabudgetary) core posts authorized for the Office for the Coordination of Humanitarian Affairs during 1998–1999.
Board of External Auditors (A/53/5, vol. I, chap. II)	
The Board recommended that the Administration finalize the special emergency rules and procedures on humanitarian assistance without further delay (para. 108).	Special administrative procedures have been agreed upon with the Department of Management entailing delegation of authority in the areas of finance and personnel. In addition, practical arrangements are being worked out in the area of procurement that are expected to be in place by mid-1999.

Brief description of the recommendation	*Action taken to implement the recommendation*
The Board's review disclosed delays in the approval by the Department of Humanitarian Affairs of the proposals of donors to provide grants for humanitarian assistance, and recommended that the Administration further hasten acceptance of donor contributions (paras. 109 and 110).	The Office for the Coordination of Humanitarian Affairs has been granted delegation of authority to accept donor contributions for humanitarian assistance activities on the basis of a prototype funding agreement approved by the Controller.
Joint Inspection Unit (A/52/270)	
The Joint Inspection Unit recommended that specific administrative and financial procedures addressing short- and long-term emergency response be developed (recommendation 4).	Special administrative and financial procedures aimed at expediting emergency response have been agreed upon, including the exercise by the Office for the Coordination of Humanitarian Affairs of authority to accept contributions and issue allotments for extrabudgetary resources to permit recruitment of emergency personnel. Special arrangements have also been agreed upon to ensure the expeditious procurement of emergency equipment, etc.
The Joint Inspection Unit recommended that mechanisms for monitoring and evaluation of the humanitarian programmes and projects be strengthened (recommendation 5).	The matter is being addressed in the context of the Inter-Agency Standing Committee in the sub-working group on improving the consolidated appeal process.
Office of Internal Oversight Services (E/AC.51/1997/3)	
The recommendations of the Office of Internal Oversight Services were adopted by the Committee for Programme and Coordination at its thirty-seventh session (A/52/16, para. 302).	
The Office of Internal Oversight Services: (a) called for the development of special emergency rules and procedures that would incorporate the adaptations already made with regard to financial, personnel and procurement arrangements; and, (b) recommended, pending the development of such rules, that a standing delegation of authority should be granted to cover other processes for which existing rules are detrimental to the effectiveness of the Department (recommendation 1).	See response above on development of emergency rules and procedures.

Brief description of the recommendation	*Action taken to implement the recommendation*
To support the practical application of disaster reduction policies, the Disaster Mitigation Branch should: (a) provide international and regional programmes and agencies involved in the implementation of the International Framework of Action for the International Decade for Natural Disaster Reduction with the required guidance in the development of disaster management plans and strategies; and (b) monitor actions of those programmes and agencies in relation to the targets of the Framework (recommendation 2).	Recommendations 2 and 3 have been referred to UNDP, as they fall within the scope of the Programme's responsibilities for disaster mitigation.
The Department should plan activities of the disaster management training programme and of the Disaster Reduction Division jointly with its partner agencies (recommendation 3).	
The Department should work more closely with UNDP in seeking to raise the funds needed to support the activities of the secretariat of the International Decade for Natural Disaster Reduction (recommendation 4).	The secretariat of the International Decade for Natural Disaster Reduction works closely with UNDP and other humanitarian partners to establish an information network and research capacity in disaster reduction.
Follow-up to the Decade to be agreed upon by the General Assembly should be dependent on a review of the comparative advantages of increased support from UNDP and upon identification of funding mechanisms (recommendation 5).	Under consideration by the Administrative Committee on Coordination.
The Inter-Agency Standing Committee should be provided with the necessary support to enable it to serve as the primary mechanism for inter-agency coordination (recommendation 6).	Support to the Inter-Agency Standing Committee has been significantly enhanced with a focused secretariat under the direct supervision of the Emergency Relief Coordinator, facilitating the work of the Inter-Agency Standing Committee by maintaining administrative and consultative communication channels between members through regular and ad hoc meetings of the Committee and its subsidiary bodies.
The Emergency Relief Coordinator should recommend to the Inter-Agency Standing Committee the coordination mechanisms most likely to be rapidly operational, bearing in mind that under all arrangements the field coordinator is accountable to the Emergency Relief Coordinator (recommendation 7).	The Office for the Coordination of Humanitarian Affairs has strengthened, through the Inter-Agency Standing Committee and the United Nations humanitarian/ resident coordinators, the mechanism for humanitarian coordination, particularly at the field level, to facilitate a coordinated and coherent approach to complex emergencies.

Brief description of the recommendation	*Action taken to implement the recommendation*
The Department, within its present financial strategy, should build up a small cadre of staff at Headquarters who, in addition to their duties, could be rapidly dispatched to the field to support field coordination (recommendation 8).	The Office for the Coordination of Humanitarian Affairs is developing a cadre of rapid response experts for emergency recruitment to be deployed to the field as the need arises.
The Inter-Agency Standing Committee should delegate to the Emergency Relief Coordinator the authority to make final decisions on the allocation of responsibilities between agencies in emergency humanitarian assistance programmes requiring a coordinated response if no early agreement is reached through the normal process of consultation (recommendation 9).	General Assembly resolution 46/182 of 19 December 1991 remains the main source of authority and functional responsibilities of the Emergency Relief Coordinator. The comprehensive recommendation of the Inter-Agency Standing Committee related to the review of the capacity of the United Nations system for humanitarian assistance covering coordination, internally displaced persons, local capacities/relief and development, resource mobilization, monitoring and evaluation, human resources management and development, issued in October 1998, is already playing an important role in providing guidance on establishing and managing field coordination arrangements, as well as delineating responsibilities among the operational agencies. In addition, as a result of continuous informal consultations with members of the Inter-Agency Standing Committee, the Emergency Relief Coordinator is able to provide effective leadership in addressing evolving humanitarian problems.
The Emergency Relief Coordinator should propose to the Inter-Agency Standing Committee guidelines and standards to facilitate the conclusion of bilateral agreements between agencies on roles and responsibilities for permanent arrangements to enhance operational predictability, taking into account resources available throughout the United Nations system for emergency response (recommendation 10).	As part of the programme for strengthening the capacity of the United Nations system involved in humanitarian assistance to respond effectively to emergencies, the Emergency Relief Coordinator has, through the Inter-Agency Standing Committee process, encouraged the conclusion of bilateral agreements/ memorandums of understanding between operational agencies. By the time the recommendations of the Office of Internal Oversight Services became available, the process of concluding bilateral memorandums of understanding between agencies was at such an advanced stage that the need for developing guidelines and standards was not considered necessary.

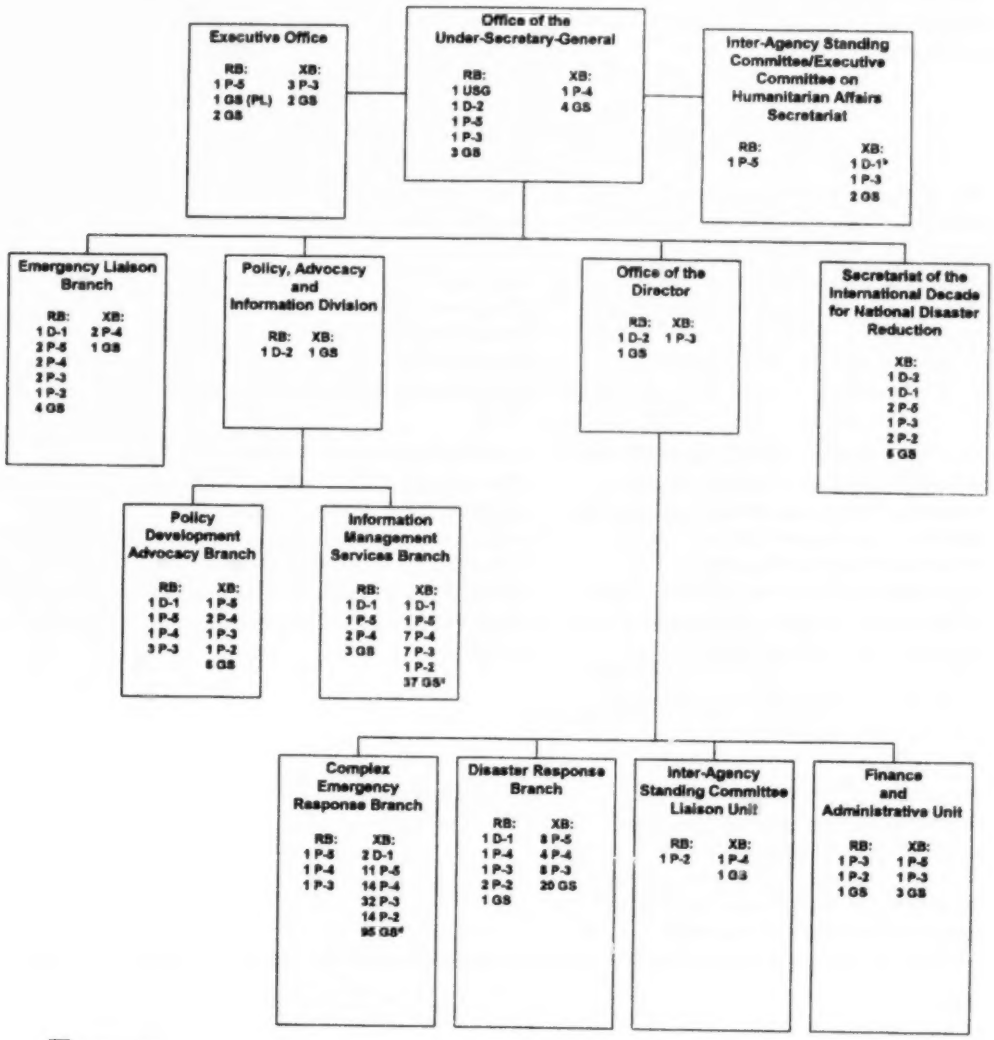
Brief description of the recommendation	*Action taken to implement the recommendation*
Where gaps in response to emergencies are identified, the Department should work with the most appropriate operational agencies to build up their in-house capacities to fill these gaps and the involvement of the Department in the coordination of issue-specific programmes should be on an exceptional and transitory basis, and at the request of the Inter-Agency Standing Committee (recommendation 11).	Comprehensive recommendations had already been issued by the Inter-Agency Standing Committee in October 1998 to provide guidance to all agencies, including on how to address gaps that may be identified.
For emergencies requiring a coordinated response, agencies should appeal for funds only in the context of the inter-agency consolidated appeal, based on allocation of responsibilities and a strategic plan agreed upon by the Inter-Agency Standing Committee (recommendation 12).	Implemented.
The Department should develop its capacity to monitor actively and report on contributions to emergency humanitarian assistance and remaining needs and, to that end, should pursue the adoption of guidelines and standards for agencies outside the United Nations system providing emergency assistance (recommendation 13).	In October 1998, the Inter-Agency Standing Committee set up the sub-working group on strengthening the consolidated appeal process to work systematically on improving the various aspects of the process. These improvements focus on better needs assessment, prioritized programming and establishment of mechanisms for monitoring the resource flow and implementation of country-level programmes. In addition, non-governmental organizations have concluded the "Sphere Project" on standards and issued a report entitled "Humanitarian charter and minimum standards in disaster response", which comprehensively responds to this recommendation.
The Emergency Relief Coordinator should brief members of the Inter-Agency Standing Committee without delay on results of consultations within the Framework for Coordination of the Departments of Humanitarian Affairs, Political Affairs and Peacekeeping Operations, and on his meetings with the Secretary-General and with the Security Council and other policy-making organs, as appropriate (recommendation 14 (b)).	Implemented. The Emergency Relief Coordinator keeps members of the Inter-Agency Standing Committee promptly informed on results of consultations within the Framework for Coordination, as well as his meetings with the Secretary-General, the Security Council and other policy-making bodies.

Brief description of the recommendation	*Action taken to implement the recommendation*
Guidelines should be adopted and disseminated to all field missions and Headquarters units on coordination between humanitarian organizations (recommendation 15).	In consultation with the Department of Peacekeeping Operations, the Department of Political Affairs and the United Nations humanitarian agencies, the Office for the Coordination of Humanitarian Affairs has prepared guidelines on the relationship between the special representatives of the Secretary-General and humanitarian coordinators. The guidelines are currently under review by the Executive Committee on Humanitarian Affairs.
The Inter-Agency Standing Committee was requested to work on agreement on a minimum common methodology for gathering, analysing and sharing information pertinent to early signals of humanitarian crises; and inter-agency consultations should review on a monthly basis short- to long-term perspectives of situations of concern (recommendation 16).	Efforts are under way to improve the consolidated appeal process as a mechanism for programming, monitoring and establishing an early warning system.
The Department of Humanitarian Affairs should formulate a comprehensive strategy maximizing the complementarity of the Humanitarian Early Warning System (HEWS), the Integrated Regional Information Network (IRIN) and ReliefWeb, and present a common funding strategy (recommendation 17).	Under the new structure of the Office for the Coordination of Humanitarian Affairs, emphasis is placed on maximizing the complementarity of the Humanitarian Early Warning System (HEWS), the Integrated Regional Information Network (IRIN) and ReliefWeb, under the Information Services Branch.
The Emergency Relief Coordinator should propose to the Inter-Agency Standing Committee a set of descriptive criteria to determine the conditions under which the need for a coordinated response to an emergency no longer exists and where the coordination responsibility of the Emergency Relief Coordinator can cease; Department of Humanitarian Affairs-led consolidated appeal process resource mobilization exercises should integrate in one strategy relief and rehabilitation programmes, with adequate involvement of a coordinating development programme or agency (recommendation 18).	Implemented. The Field Coordination Support Unit, staffed by personnel of the Office for the Coordination of Humanitarian Affairs, has been set up to support resident coordinators, as appropriate. Involvement of the Department of Humanitarian Affairs in coordination/implementation of specific programmes was decided on a case-by-case basis.

Brief description of the recommendation	*Action taken to implement the recommendation*
The Emergency Relief Coordinator should propose to the Inter-Agency Standing Committee a procedure to ensure effective follow-up on lessons learned and best practices (recommendation 19).	A task force was established at the Inter-Agency Standing Committee working group level in the spring of 1998 to examine the lessons learned and the recommendations contained in an independent study on coordination of the humanitarian assistance to the Great Lakes region. The study was widely disseminated and the task force met several times and concluded that most of the recommendations were already being implemented within the framework of the other follow-up processes.
The Department of Humanitarian Affairs should complete a review of the possibilities of further integration of its programmes for natural disasters and complex emergencies (recommendation 20).	The Inter-Agency Standing Committee has set up a working group to review the United Nations response to natural disasters, with the aim of formulating appropriate system-wide strategies for response, mitigation, prevention and preparedness. The review would also examine the synergy between natural disasters and complex emergencies. The working group is expected to complete its work by the end of 1999.
The Department of Humanitarian Affairs should propose a strategy for raising awareness of humanitarian principles and policies to the Inter-Agency Standing Committee; and briefings and information provided to Member States should not be limited to updates on assistance provided in response to specific emergencies, but should include information on a wider range of topics relating to the activities of the Department (recommendation 21).	The Office for the Coordination of Humanitarian Affairs and the Inter-Agency Standing Committee are engaged in the development of a set of principles/ ground rules for humanitarian action in the field. A first draft of "Protecting principles under stress: a framework for United Nations operational activities in the field" has been finalized and is currently under review.
The 1996 study on improvement of the Department's management should be assessed by the Office of Internal Oversight Services and that assessment should include a review of the issue of core functions and their funding.	Implemented.

Office for the Coordination of Humanitarian Affairs

Proposed organizational structure and post distribution for the biennium 2000-2001[a]


Executive Office
RB: 1 P-5, 1 GS (PL), 2 GS
XB: 3 P-3, 2 GS
Office of the Under-Secretary-General
RB: 1 USG, 1 D-2, 1 P-5, 1 P-3, 3 GS
XB: 1 P-4, 4 GS
Inter-Agency Standing Committee/Executive Committee on Humanitarian Affairs Secretariat
RB: 1 P-5
XB: 1 D-1[b], 1 P-3, 2 GS
Emergency Liaison Branch
RB: 1 D-1, 2 P-5, 2 P-4, 2 P-3, 1 P-2, 4 GS
XB: 2 P-4, 1 GS
Policy, Advocacy and Information Division
RB: 1 D-2, 1 GS
Office of the Director
RB: 1 D-2, 1 GS
XB: 1 P-3
Secretariat of the International Decade for National Disaster Reduction
XB: 1 D-2, 1 D-1, 2 P-5, 1 P-3, 2 P-2, 5 GS
Policy Development Advocacy Branch
RB: 1 D-1, 1 P-5, 1 P-4, 3 P-3
XB: 1 P-5, 2 P-4, 1 P-3, 1 P-2, 5 GS
Information Management Services Branch
RB: 1 D-1, 1 P-5, 2 P-4, 3 GS
XB: 1 D-1, 1 P-5, 7 P-4, 7 P-3, 1 P-2, 37 GS[c]
Complex Emergency Response Branch
RB: 1 P-5, 1 P-4, 1 P-3
XB: 2 D-1, 11 P-5, 14 P-4, 32 P-3, 14 P-2, 95 GS[d]
Disaster Response Branch
RB: 1 D-1, 1 P-4, 1 P-3, 2 P-2, 1 GS
XB: 5 P-5, 4 P-4, 5 P-3, 20 GS
Inter-Agency Standing Committee Liaison Unit
RB: 1 P-2
XB: 1 P-4, 1 GS
Finance and Administrative Unit
RB: 1 P-3, 1 P-2, 1 GS
XB: 1 P-5, 1 P-3, 3 GS

Geneva Office.

New York Office.

[a] Consists of posts from all funding sources, including project posts.

[b] Seconded from UNICEF on a non-reimbursable basis.

[c] Includes 27 Local level and 10 Other level posts.

[d] Includes 85 Local level and 10 Other level posts.